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**PROFESSIONAL EXPERIENCE**

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**The White House*****Intergovernmental Affairs—Associate Director*****May 2018–Present**

- Serve as the national liaison for state legislators, county officials and sheriffs to discuss the President's agenda and assist with local requests for resources from federal agencies
- Organize White House conferences for state and local leaders from every state and key administration officials focused on federal-local priorities including the opioid epidemic, workforce development, infrastructure, and trade policy
- Represent administration interests with organizations including the National Conference of State Legislators, the National Association of County Officials, and the American Legislative Exchange Council
- Conduct initial outreach to local officials during natural disasters and emergencies on behalf of the White House

***White House Personnel—Associate Director*****August 2017–May 2018**

- Managed hiring and separation requests for the White House by overseeing new hire and separation process with Human Resources, White House Information Technology, White House Counsel, Physical Security, Personnel Security and Office of Management and Administration
- Liaison between over 400 White House staff and Commissioned Officers to Human Resources, Records Management, and Office of Management and Administration regarding change in employee status and information

**58<sup>th</sup> Presidential Inaugural Committee*****Public Liaisons Office—State Parties and Republican Organizations*****December 2016–January 2017**

- Communicated with Republican National Committee members, state chairmen, and state executive directors to coordinate the inaugural ticketing process and prioritized requests from state parties for formal review
- Staffed events for Vice President-elect and provided logistical assistance to committee members and special guests

**Revitalize Virginia PAC*****Executive Director*****February 2016–December 2016**

- Managed statewide travel logistics and schedule for candidate for Lieutenant Governor of Virginia
- Organized messaging events including school visits, law enforcement roundtables, and veterans events
- Generated content and advertising plan for outreach through social media platforms and traditional media

**Chris Christie for President*****New Hampshire Political Director*****June 2015–February 2016**

- Developed relationships with key stakeholders including Republican activists, state senators, state representatives, county and local chairs, veterans leaders and student organizations to secure endorsements and grassroots support
- Managed two field staffers and six interns responsible for recruiting over sixty active volunteers, turning out over 200 attendees per event and contacting 26,000 voters per week

**New Hampshire Republican State Committee*****Regional Political Director and Statewide Field Director*****May 2014–June 2015**

- Organized events including the First in the Nation Presidential Primary Summit attended by all Republican Primary candidates, Grassroots Training Series, annual conventions, and fundraisers
- Established an unprecedented permanent ground game by building a volunteer structure, setting up regional offices, and engaging with statewide conservative organizations
- Assisted with Senator Bill Cassidy's runoff election efforts in Jefferson Parish, LA

**Republican National Committee*****Executive Assistant to the Chief of Staff, Senior Advisor and Chief Counsel*****September 2010–May 2014**

- Managed Chairman's Office accounting process and assisted with managing the RNC budget of \$350 million in 2012
- Assisted with travel logistics and operations for 2012 presidential nomination process, including primary debates
- Worked directly with senior staff to manage 2012 Republican National Convention operations including delegation hotels, hurricane preparation, speakers, tracking credentials and evening programs

**National Republican Congressional Committee*****Finance Department Intern*****June–September 2010**

- Aided staff with donor calls, fundraising event logistics and outreach to major donors

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**EDUCATION**

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**University of Virginia****May 2010**

- Bachelor of Arts, History; Bachelor of Arts, Foreign Affairs